



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 604.1

Job Title: **SENIOR ASSISTANT CITY ATTORNEY I**

Pay Grade: 30

GENERAL SUMMARY:

Performs various standard complex legal services, including defending the city against law suits, prosecuting cases in municipal courts and providing legal assistance to city departments and employees.

RESPONSIBILITIES:

- Prepares lawsuits for trial; researches laws, ordinances, court decisions; files pleadings and motions and attends and/or takes depositions.
- Acts as lead counsel in litigation such as arraignments and trials.
- Drafts legal contracts, ordinances and other documents and program guidelines.
- Counsels clients, department directors and City employees on legal matters; interviews crime victims.
- Negotiates contracts and other matters.
- Prepares appellate cases; researches and writes briefs and argues cases.
- Reviews and prepares summaries of new legislation.
- Schedules, monitors and reviews subordinates' work.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

EXPERIENCE:

Three years of experience in the practice of general civil law or specialized municipal law are required.

License: Must be a member of the Texas State Bar.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Legal Intern
Assistant City Attorney I
Assistant City Attorney II
Assistant City Attorney III
Senior Assistant City Attorney I
Senior Assistant City Attorney II
Senior Assistant City Attorney III
Senior Assistant City Attorney IV OR Senior Assistant City Attorney Division Chief
First Assistant City Attorney
Deputy City Attorney

Effective: October 1990

Revised: June 1995